

I-CARE HL7 Upload, IDPH Web Portal Registration and HL7 File Transfer (SFTP or HTTPS) Guide

If you have any questions, please contact DPH.ICARE@illinois.gov.

(Updated 07/26/2012)

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I-CARE HL7 Data Exchange Process

There are two direct methods to send HL7 immunization data to I-CARE.

- **SFTP – Batch Upload.** Unidirectional, one-way transfer
- **HTTPS – Web Services.** Bidirectional, two-way, real-time transfer

NOTE:

If you are unable to produce files in an HL7 format you have another option to send data by using the Public Health Node (PHN). You can send a flat file or CCD xml to the PHN which will take the data, format it into HL7 and then send to I-CARE.

Please visit <http://www2.illinois.gov/gov/HIE/Pages/publichealth.aspx> for additional information. Contact Mike Jadala, mike.jadala@illinois.gov for information on using the PHN.

You must first:

1. Complete and return the I-CARE Individual/Provider Agreements
 - a. Please contact the I-CARE program advisor (Woody at 217-524-0968 or keith.wood@illinois.gov) to receive the individual and provider agreements. These forms will need to be signed and returned to the Department before HL7 data exchange or I-CARE use can be obtained.
2. Request a **Username** and **Password** with the Department by registering for SFTP (MoveIT) HL7 File Transfer, HTTPS (Web Services) HL7 File Transfer or both.

The person requesting the username/password should be same person responsible for transferring the HL7 files.

3. If using **SFTP - Batch Upload**, choose a method for securely sending HL7 batch files to the Department. See the section Methods to Upload Batch Files to the Illinois Department of Public Health.
4. If using **HTTPS - Web Services**, see the section Uploading Using Web Services to securely send real-time data.

EHR System Requirements

Your EHR system must support either HL7 version 2.3.1 or 2.5.1. Contact your EHR vendor to verify compatibility.

Contact your EHR vendor and/or IT section to verify the following:

1. Do you need to purchase a separate interface for your EHR system to do HL7 exports to I-CARE, either SFTP or HTTPS?
2. For SFTP, does your EHR system support SFTP uploads?
 - a. If not, do they recommend a SFTP client to install on your computer system?
 - b. If you cannot install software on your computer system, see the sections on using MoveIt or I-CARE to transfer HL7 files.
3. For SFTP, your EHR system will need to create unique file names for each HL7 file transferred. For files submitted only once per day use the format:
HL7_ClinicName_YYYYMMDD.txt. For files submitted more than once per day use the format: HL7_ClinicName_YYYYMMDD_HHMMSS.txt.

Example: HL7_DCS0067_20100810_182255.txt.
4. For HTTPS, your EHR system must support SOAP interface.

SFTP – Batch Upload

Implement SFTP to upload HL7 files (messages VXU)

Depending upon your EHR system's SFTP connectivity you will need to choose from the following:

1. Your EHR system has its own SFTP interface and can automatically upload HL7 files into the Department's SFTP (MoveIt) system. Contact your EHR vendor to find out if it supports SFTP.

2. Your EHR system does not have its own SFTP interface but can manually or automatically export HL7 data into HL7 text files. There are three options to transfer the exported text files to the Department:
 - a. Setup a SFTP client on your computer system to manually or automatically transfer HL7 files to the Department's SFTP (MoveIt) system.
 - b. Use the Department's SFTP (MoveIt) website application to transfer HL7 files to I-CARE. Use this option if you cannot install a SFTP client due to hardware or policy limitations on your system.
 - c. Use the I-CARE application to upload HL7 files directly to I-CARE. Use this option if you plan to use the I-CARE application (state immunization registry) and cannot install a SFTP client on your system.

HTTPS – Web Services

Implement Web Services to upload HL7 files (messages VXU) or create real-time bidirectional HL7 interface with I-CARE (messages QBP and VXQ).

Web Services Address: <https://icareHL7.dph.illinois.gov>

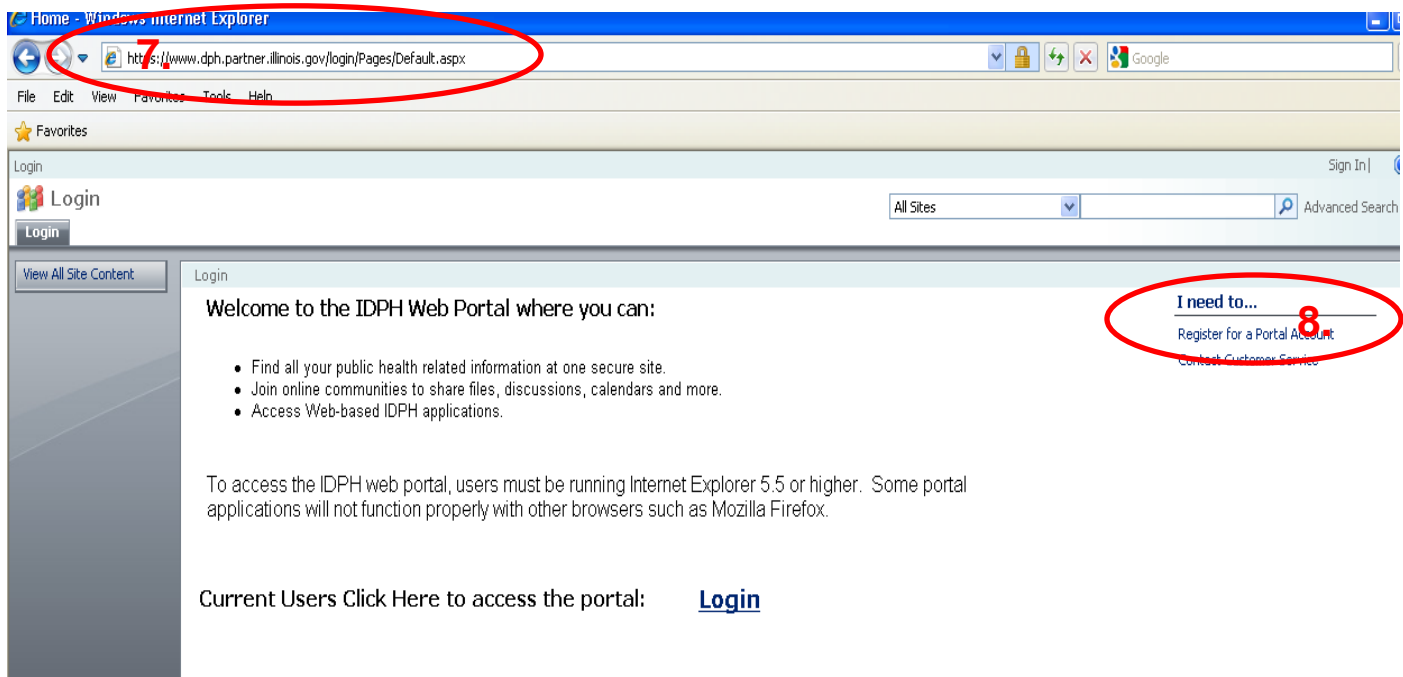
Port: 443

1. Your EHR system must support SOAP interface for I-CARE Web Services to work correctly.
2. Develop a client to communicate with I-CARE Web Services.

Registration for I-CARE and/or HL7 File Transfer (SFTP or HTTPS)

Follow the below procedures to sign-up to use I-CARE and/or HL7 File Transfer (SFTP or HTTPS). Please read all these instructions before attempting to create your account.


1. Open an Internet Explorer 7, 8 or 9 (Not Firefox) Web Browser and go to:
2. **Tools, Internet Options**, and select the **Advanced** tab.
3. Scroll all the way to the bottom and view up about 6 rows to locate: **Use SSL 2.0** and assure that it is selected. **NOTE: Failure to follow steps 1 thru 12 in order will result in the screen not loading.**
4. If your Operating System is Vista or Windows 7, also **De-select** Use TLS 1.0.
5. Click on **Apply** at the lower right corner of the pop up and then click **OK**.
6. Go to **Tools, Pop-up Blocker**, Pop-up Blocker **Settings** and add our domains: ***.illinois.gov** and ***.idphnet.com**. 6a. Then go to **Tools** and select **Compatibility View** if available.
7. In the IE Browser address window, type in: www.idphnet.illinois.gov or just click this link.
NOTE: Internal users on the State of Illinois network (DOC, DHS, DCFS, etc.) enter: idphnet.illinois.gov (no www's) to navigate to the login page.



8. On the right side of the screen, under the “**I need to...**” heading, click on the **Register for a Portal Account** option to begin the registration process.
9. Depending on your computer’s security settings and/or your anti-virus protection, you may have to select Yes or “**Continue to this website (not recommended)**” to get past the initial Security Certificate errors and security warning screens before going to the Agreement screen in step 12.
10. **Important: Windows 7 machines using Internet Explorer 8 or 9:**
Go to Tools and select Compatibility View to allow this screen to load.
11. Again click on the **Register for a Portal Account** link and it will take you to the screen in Step 12.

12. The next screen is an Agreement that you should print and read.
Once finished reading, scroll down to the bottom and click on the **I Agree** button:

Address <https://www.idphnet.com/register/IDPHPortalRegistrationAgreement.jsp> Go

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dotcom

Illinois Department of Public Health

Web Portal User Agreement

USER MUST READ THIS WEB PORTAL USER AGREEMENT BEFORE APPLYING FOR, ACCEPTING, OR USING A USER ACCOUNT TO ACCESS THE ILLINOIS DEPARTMENT OF PUBLIC HEALTH (IDPH) WEB PORTAL. IF THE USER DOES NOT AGREE TO THE TERMS AND CONDITIONS OF THIS WEB PORTAL USER AGREEMENT, AN ACCOUNT WILL NOT BE ISSUED IN HIS/HER NAME.

This Agreement will become effective on the date the facility employee (User) submits the user registration application form to the designated Portal Registration Authority (PRA) at his/her Facility. By submitting the registration application form, the User is expressing his/her agreement to the terms of the Web Portal User Agreement (Agreement).

The Web Portal User agrees to:

1. Make true representation regarding information to be used in his/her profile for identification and authentication purposes:

Disclaimer of Liability

Neither the Illinois Department of Public Health nor any of its employees shall be held liable for any improper or incorrect use of the information described and/or contained in the Web Portal and assumes no responsibility for anyone's use of the information. In no event shall the IDPH web site, web portal, or its employees be liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, procurement or substitute goods or services; loss of use, data, or profits; or business interruption) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of this system, even if advised of the possibility of such damage. This disclaimer of liability applies to any damages or injury, including but not limited to those caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication line failure, theft or destruction or unauthorized access to, alteration of, or use of record, whether for breach of contract, tortious behavior, negligence or under any other cause of action.

[IDPH Web Portal](#)

Done Trusted sites

13. The Registration screen below must be filled out carefully with **proper grammar** and spelling. Do not abbreviate names or addresses. You can select any of the following:

I-CARE/Immunization Registry (*web application*)
I-CARE/SFTP (MoveIT) HL7 File Transfer
I-CARE/HTTPS (Web Services) HL7 File Transfer

CHOOSE OPTION 1 or 2:

1. If you plan to use the I-CARE web application AND either SFTP or HTTPS:

- You will need two separate usernames and passwords, one for I-CARE web application and the other for HL7 file transfer.

For username you must use the first initial of your first name followed by your last name without punctuation. Middle initials are not allowed. Do not deviate from the required user name format. Use lower case only. This username/password will be used for the I-CARE web application only. *Check the below BOX:*



I-CARE/Immunization Registry (click here to select the [KeyMaster's email:](#)

)

Illinois Department of Public Health will create an additional username/password with an assigned username (prefixed with 777 for SFTP and 888 for HTTPS) for HL7 File Transfer.

- Notification emails will be sent with passwords when accounts are created. SFTP or HTTPS passwords have no expiration date and will not expire. However, the I-CARE web application password will expire every 60 days.

2. If you plan to ONLY transfer HL7 data using SFTP or HTTPS:

- Illinois Department of Public Health will assign one username/password (prefixed with 777 for SFTP and 888 for HTTPS) for HL7 File Transfer.

For username enter a generic clinic name that describes your clinic/facility. Use lower case only. This name will be changed to the above assigned prefixed username. *Check one of the below BOXES.*



I-CARE/SFTP (MoveIT) HL7 File Transfer



I-CARE/HTTPS (Web Services) HL7 File Transfer

- Notification emails will be sent with passwords when account is created. SFTP or HTTPS passwords have no expiration date and will not expire.

NOTE: If you plan to only use ***HL7 DATA EXCHANGE*** and **DO NOT** plan on using the ***I-CARE WEB APPLICATION***, follow OPTION 2 above and select **ICARE/SFTP (MoveIT) HL7 File Transfer** or **ICARE/HTTPS (Web Services) HL7 File Transfer**.

Please enter the following information. * denotes a required field.

Username must be first initial and last name, all lower case letters up to eight characters in length, no space or special characters.	
Username: *	<input type="text" value="Kw ood3"/>
Verify username: *	<input type="checkbox"/> Important!! Click verify username and check availability
First name: *	<input type="text" value="Keith"/>
Last name: *	<input type="text" value="Wood"/>
Password must be a mix of letters and number	
Password: *	<input type="password" value="*****"/>
Confirm password: *	<input type="password" value="*****"/>
Title: *	<input type="text" value="Immunization Registry Advisor"/>
Organization: *	<input type="text" value="Illinois Department of Public Health"/>
Department: *	<input type="text" value="Immunization Section/I-CARE"/>
Work address: *	<input type="text" value="525 W. Jefferson St. Fl 1"/>
City: *	<input type="text" value="Springfield"/>
State: *	<input type="text" value="IL"/>
ZIP code: *	<input type="text" value="62761"/>
E-mail: *	<input type="text" value="Keith.Wood@illinois.gov"/>
Work phone #: *	<input type="text" value="217-524-096"/>
Cell phone #:	<input type="text"/>
Pager #:	<input type="text"/>
FAX #:	<input type="text" value="217-524-0967"/>
Supervisor's name:	<input type="text" value="Teri Nicholson"/>
Purpose for registration:	<input type="text" value="To transfer I-CARE H17 files (specify batch or web services)"/>

Password NOTE:
Must be a minimum of 8 characters and
Must include at least one capital letter and
At least one lower case letter and
At least one number. Ex: Love0312 or 2Ab34Cd

Please check the appropriate box(es) below to request access to restricted applications.

- ☐ Beach Monitoring System
- ☐ Cancer Registry System
- ☐ EMS Licensing System
- ☐ Environmental Health Licensing System
- ☐ Food Service Sanitation Manager Certification
- ☐ Genetic Counseling System
- ☐ HAN Alert Notification Recipient
- ☐ HAN Alert Notification System Author
- ☐ Health Care Worker Background Check System
- ☐ Healthy Homes and Lead Poisoning Surveillance System
- ☐ Hospital Bypass/State Disaster Reporting System
- ☒ I-CARE/Immunization Registry (click here to select the [KeyMaster's email:](#)
)
- ☒ I-CARE/SFTP (MoveIT) HL7 File Transfer
- ☒ I-CARE/HTTPS (Web Services) HL7 File Transfer
- ☐ INEDSS (Disease Surveillance) System
- ☐ LHPG Performance Indicators
- ☐ MoveIt File Transfer
- ☐ Perinatal HIV Reporting System
- ☐ PreHospital Run Reporting System Install
- ☐ Refugee Health Assessment Program in Illinois (ReHAPI)
- ☐ Smoke-Free Illinois Enforcement System
- ☐ Trauma/HSVI Registry System
- ☐ West Nile Virus System

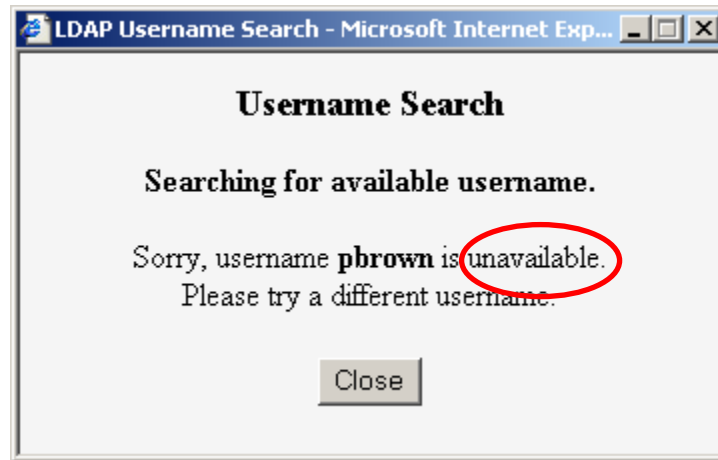
Then click here and wait several minutes for the page to load.

PRA E-mail: * select from the [Portal Registration Authority](#) list:

Then click here and wait again.

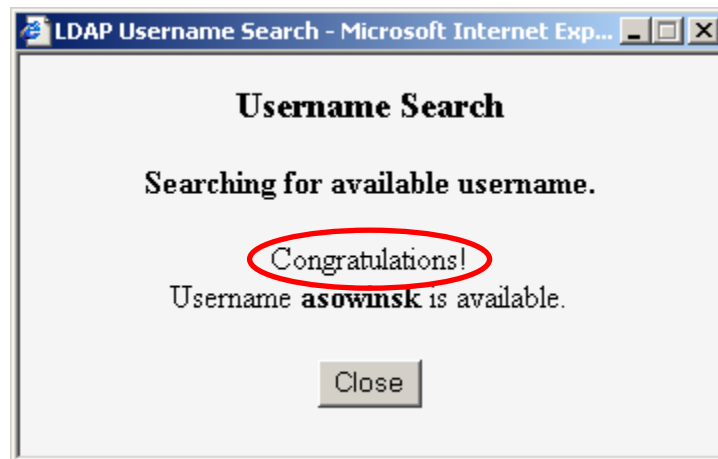
14. After clicking on the [check availability](#) link and if it says “Congratulations!”, close that screen and continue.
IE: Patricia Brown would be pbrown (no spaces or punctuation).

If it says the name is not available:



Add a 1 to the end of the name and try again (ex. pbrown1). **Do not add numbers if not needed.**

It will only allow up to eight characters per username, so if your last name is long, drop off all but the first seven letters of the last name. IE: Angela Sowinski, would be asowinsk.



15. If this does not work, call the **Service Desk at 1-800-366-8768**. Select option 1, then select option 1 again.

Important note: Deviations from this format will not be accepted and will result in processing delays. To receive the correct user name if the above procedures fail, contact Woody at 217-524-0968.

16. If you chose **Option 1** (HL7 File Transfer and I-CARE Immunization Registry) click on the [Keymaster's e-mail](#) link after checking the box to the left of I-CARE/Immunization Registry. **This page may take several minutes to load. Do not click or type until this screen populates.** Scroll down to your organization and **put a dot in the circle** to the left of it.

If your organization is not listed, select **IDPH/ICARE** and **DPH ICARE**. Then click on the **Close** button:

<input type="radio"/>	IDEAL MEDICAL CENTER	EBONI JACKSON	3123261850
<input type="radio"/>	IDPH	ICARE TEST3	2173433454
<input type="radio"/>	IDPH	icare train3	2175570021
<input checked="" type="radio"/>	IDPH/ICARE	DPH ICARE	217-785-1455
<input type="radio"/>	Infant Welfare Clinic	Lois vander Laan	708-848-0528
<input type="radio"/>	Infant Welfare Clinic	Sheila Rock	708-848-0528

17. If you chose **Option 1 or 2**: Then click on the PRA e-mail link [Portal Registration](#) and wait again. Scroll down until you find your organization and **put a dot in the circle** to the left of it.

If your organization is not listed, select **IDPH DPH SECURITY**. Then click on the **Close** button:

<input checked="" type="radio"/>	IDPH	DPH SECURITY	217-782-4575
<input type="radio"/>	IDPH / BASUAH	VERONICA HALLOWAY	217-524-6817
<input type="radio"/>	IDPH / BILLING BLOOD LEAD DATA	EDDIE SIMPSON	217-785-3045
<input type="radio"/>	IDPH / Cancer Registry	LARRY HEBERT	217-557-0183
<input type="radio"/>	IDPH / E-LAB REPORTING	JEFF GRIEVE	217-557-0007
<input type="radio"/>	IDPH / TOTS	KEITH WOOD	217-524-0968

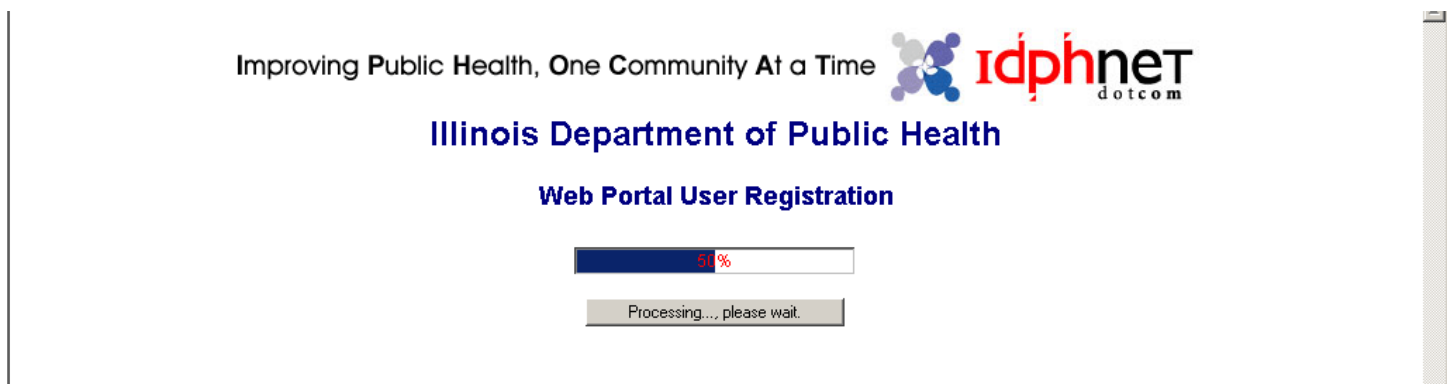
18. **Important:** Now scroll up and click in the Pager field. **Check all entries on the form to make sure nothing is omitted or misspelled.** Pay close attention to the password (It MUST be at least 8 characters long, **must have at least one number, at least one upper case letter, and at least one lower case letter** in it. It cannot be your first name, last name, username or the name of a month. However, it can be another person/pet's name or the numbers for a month and year such as LB072009, Fido0709 or 0709love). The registration **form may accept your choice**, but when you try to log in for the first time after being approved, the password must pass validation tests by our server and **will fail if not within the parameters** of the above criteria. The e-mail must be correct. Compare it to an actual e-mail. This address is used to notify you once your account is approved.
19. Once you are satisfied with all entries, click on the Submit button:




PRA E-mail: * select from the Portal Registration Authority list: DPH.SECURITY@Illinois.gov

Submit

You will then see the Processing notice:



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 **Idphnet**
dot com

Illinois Department of Public Health


Web Portal User Registration

50 %

Processing..., please wait.

20. Do not click anything while this is running. Give it a few minutes if needed to complete processing.

The completed form to be printed will look like this:

Improving Public Health, One Community At a Time			
Illinois Department of Public Health Health Alert Network (HAN)		Web Portal User Registration	
Portal Registration Confirmation The following information has been submitted to IDPH. Please print this form, obtain signatures, and fax the form to your PRA.			
Username:	kwood3		
First name:	KeithTest		
Last name:	Wood		
Title:	MPA III		
Organization:	IDPH		
Department:	I-CARE/TOTS Program		
Work address:	525 W. Jefferson St. FL1		
City:	Springfield		
State:	IL		
ZIP code:	61761		
E-mail:	bigbigwood@cs.com		
Work phone #:	217-524-0968		
Cell phone #:	217-414-0100		
Pager #:			
FAX #:	217-524-0967		
Supervisor's name:	Teri Nicholson		
Purpose for registration:	I-CARE Test ID and MoveIt Test ID		
PRA e-mail:	DPH.SECURITY@illinois.gov		
Selected applications:	MoveIt File Transfer, ICARE		
I, the undersigned Applicant, have read the IDPH Web Portal User Agreement on accessing portal resources and will abide by its policy. I am aware that violation of this agreement may result in IDPH terminating the agreement and revoking my privileges. I am also aware that misuse of information technology resources may also subject me to penalties under state and federal law not limited to the Computer Crime Prevention Law (720 ILCS 5/16D).			
Applicant signature:		Date:	
Supervisor's signature:		Date:	
PRA signature:		Date:	
Below is for PRA/IDPH Use Only			
Received:			
User notified:			
Notes:			
Thank you for your interest in the IDPH Web Portal. Please submit the printed form to your PRA for processing. If you chose IDPH Security as your PRA,			

21. **Please print two copies of the form before leaving the screen because you cannot return to it.** Sign one and send it to your PRA or fax it to the IDPH I-CARE Program at 217-524-0967 to the attention of I-CARE and retain the other one for your records. **Write your password on the one you retain and keep it in a safe place** in case you forget your user name or password.

Note: **Currently it is taking more than 4 weeks to process these accounts.**

22. Please be patient and **once your account is approved, you will receive an e-mail** at the address you listed above including instructions for logging into I-CARE or using SFTP/HTTPS.

Methods to Upload Batch Files to the Illinois Department of Public Health

All methods will require a username and password created from the section above -*Registration for I-CARE and/or MoveIt.*

1. Secure File Transfer Protocol (SFTP) Connections
 - 1.1 Using your EHR's own SFTP connection
 - 1.2 Using a SFTP client
2. Illinois Department of Public Health MoveIt Website application
3. I-CARE application

1. SFTP Connections

- 1.1 Your EHR system has a SFTP connection that can automatically upload HL7 files to the I-CARE SFTP servers.**

Please contact your EHR vendor with this information:

Host Name: ftp.idphnet.com

User Name: username

Password: password

Directory: "/Distribution/ICARE HL7 EXCHANGE"/

Your vendor should set up your SFTP transfers for your EHR system. No need to go to step 1.2.

- 1.2 Setup a SFTP client on your computer system to manually or automatically transfer HL7 files to the I-CARE SFTP servers.**

Illinois Department of Public Health has tested and is compatible with the SFTP client WinSCP.

Your organization might use other clients such as: [Moveit freely](#), [PuTTY](#), [Core FTP](#), [FileZilla](#), [Ace FTP](#), etc. the Department can assist with installation of these clients.

To download and install WinSCP go to <http://winscp.net/eng/download.php> and click on "Installation package" under Downloads.

1. Use the Illinois Department of Public Health MoveIt Website Application to transfer HL7 files to I-CARE SFTP servers.

Go to the Illinois Department of Public Health SFTP web site: <https://ftp.idphnet.com/>
Enter your Username and Password. Click on Sign On.



After successful login you need to navigate to I-CARE folder. First, click on “Folders”.



Click on Distribution.

Illinois Dept of Public Health: islobody - Windows Internet Explorer

https://ftp.idphnet.com/human.aspx?r=182761

Illinois Dept of Public Health: islobody

Home Folders Logs

Find File/Folder:

Find File

Go To Folder:

./islobody

Go To

Need Help?

Online Manual

Tech Support

Powered by **MOVET** dmz

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Signed onto Illinois Dept of Public Health as islobody. [Account Options](#) - [Sign Out](#)

(All Folders)

Folders and Files

Name	Created	Creator	Actions
 Distribution		1	
Home		1	

[Advanced View](#)

Trusted sites 100%

Click on "ICARE HL7 EXCHANGE" Folder.

Illinois Dept of Public Health: islobody - Windows Internet Explorer

https://ftp.idphnet.com/human.aspx?r=115169

Illinois Dept of Public Health: islobody

Home Folders Logs

Find File/Folder:

Go To Folder:

Need Help?

Online Manual

Tech Support

Powered by **MOVET** dmz

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Signed onto Illinois Dept of Public Health as islobody. [Account Options](#) - [Sign Out](#)

[Distribution /](#)

Folders and Files

Name	Created	Creator/Contents	Actions
Parent Folder			
★ ICARE HL7 EXCHANGE	7/16/2010 9:45:12 AM		

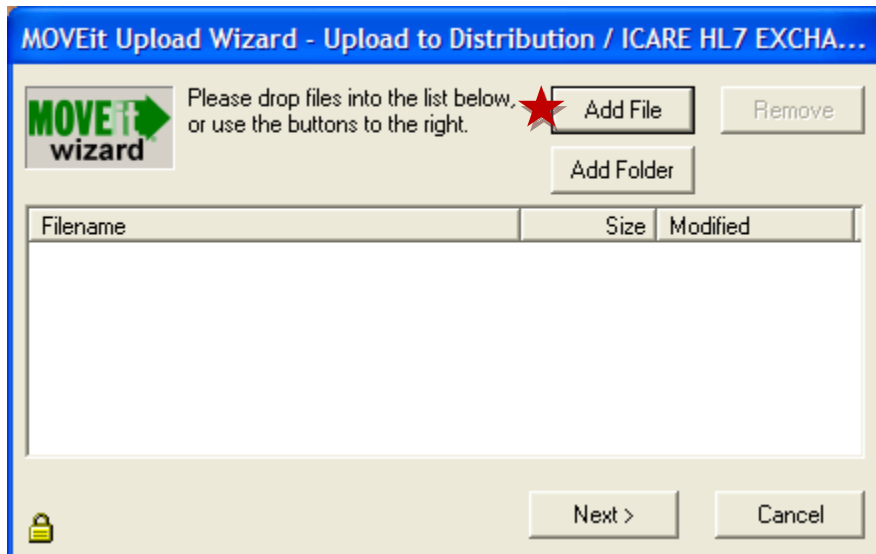
[Advanced View](#)

Done Trusted sites 100%

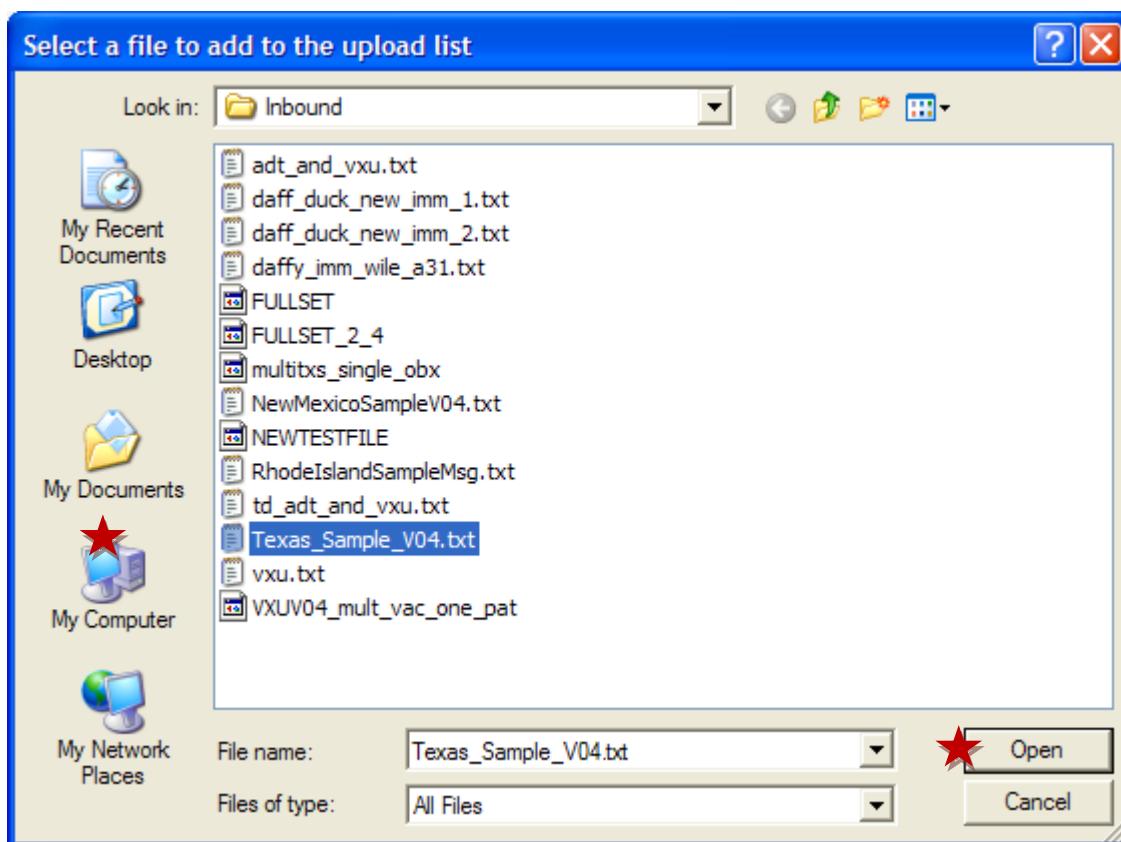
Click on “CLICK HERE to Launch the Upload Wizard...”.



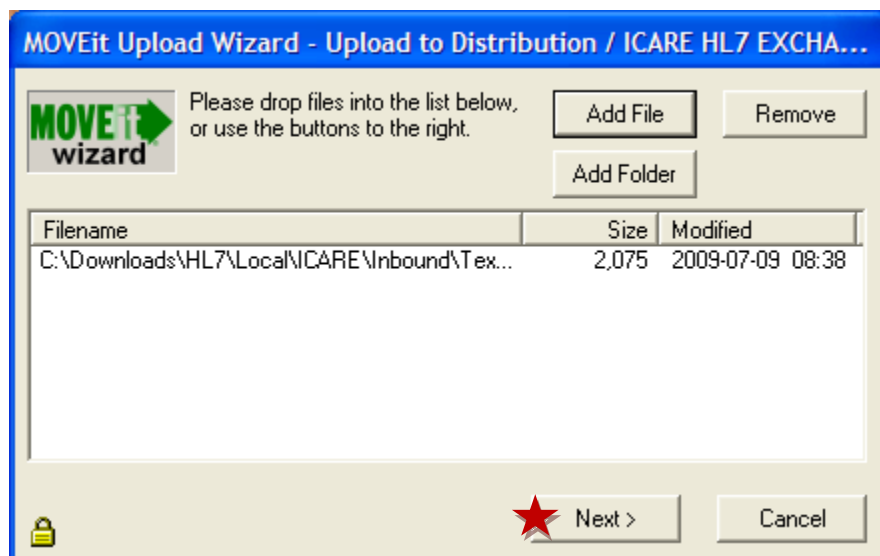
Click on Add File.



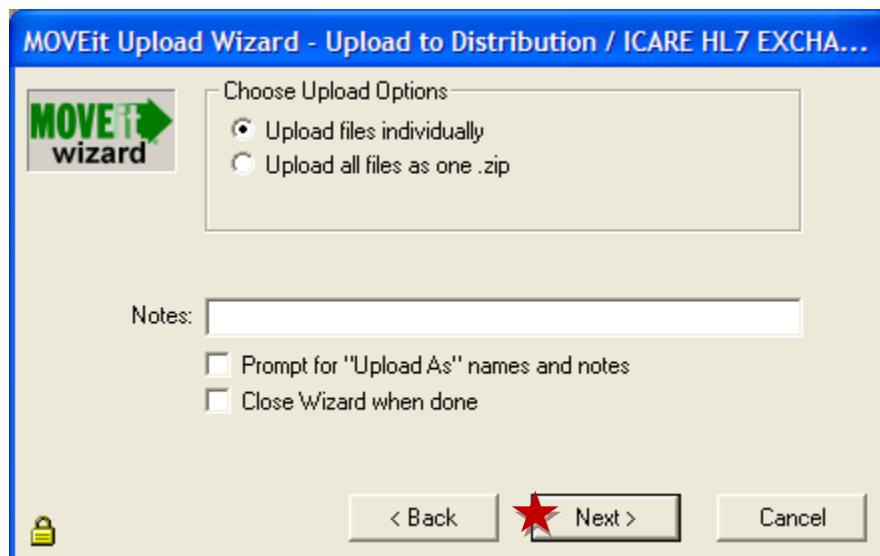
Select Uploading file, click on Open button.



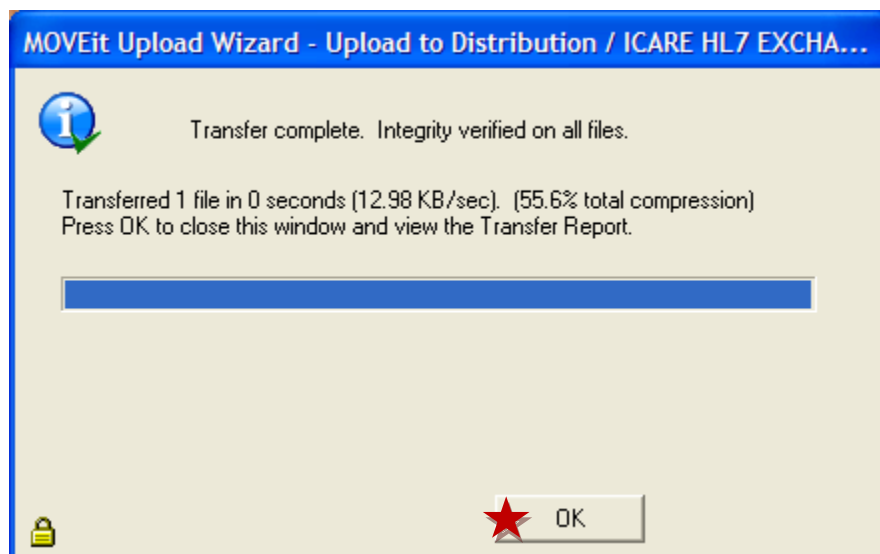
Click Next.



Click Next.



After Transfer is complete, click OK.



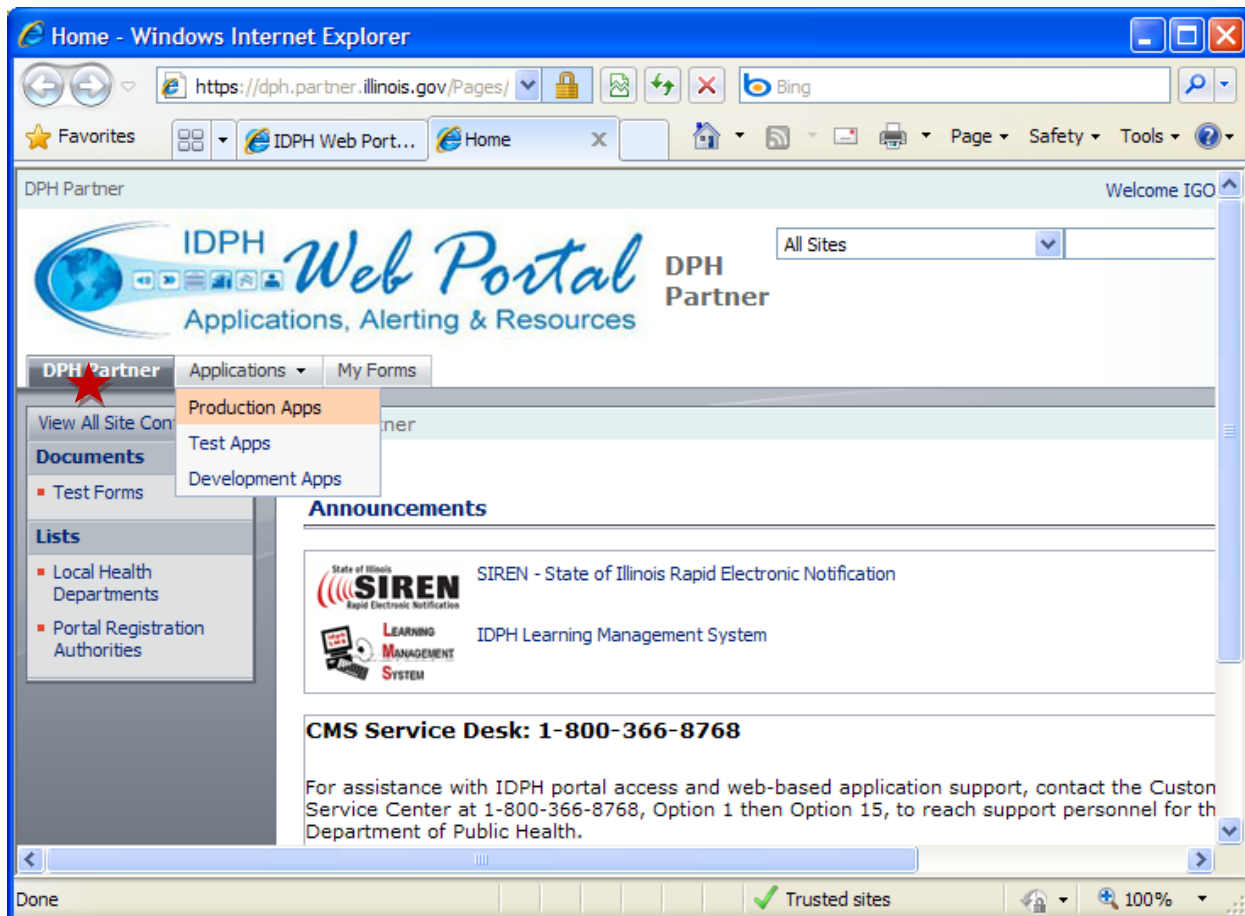
Check if your file uploaded correctly.



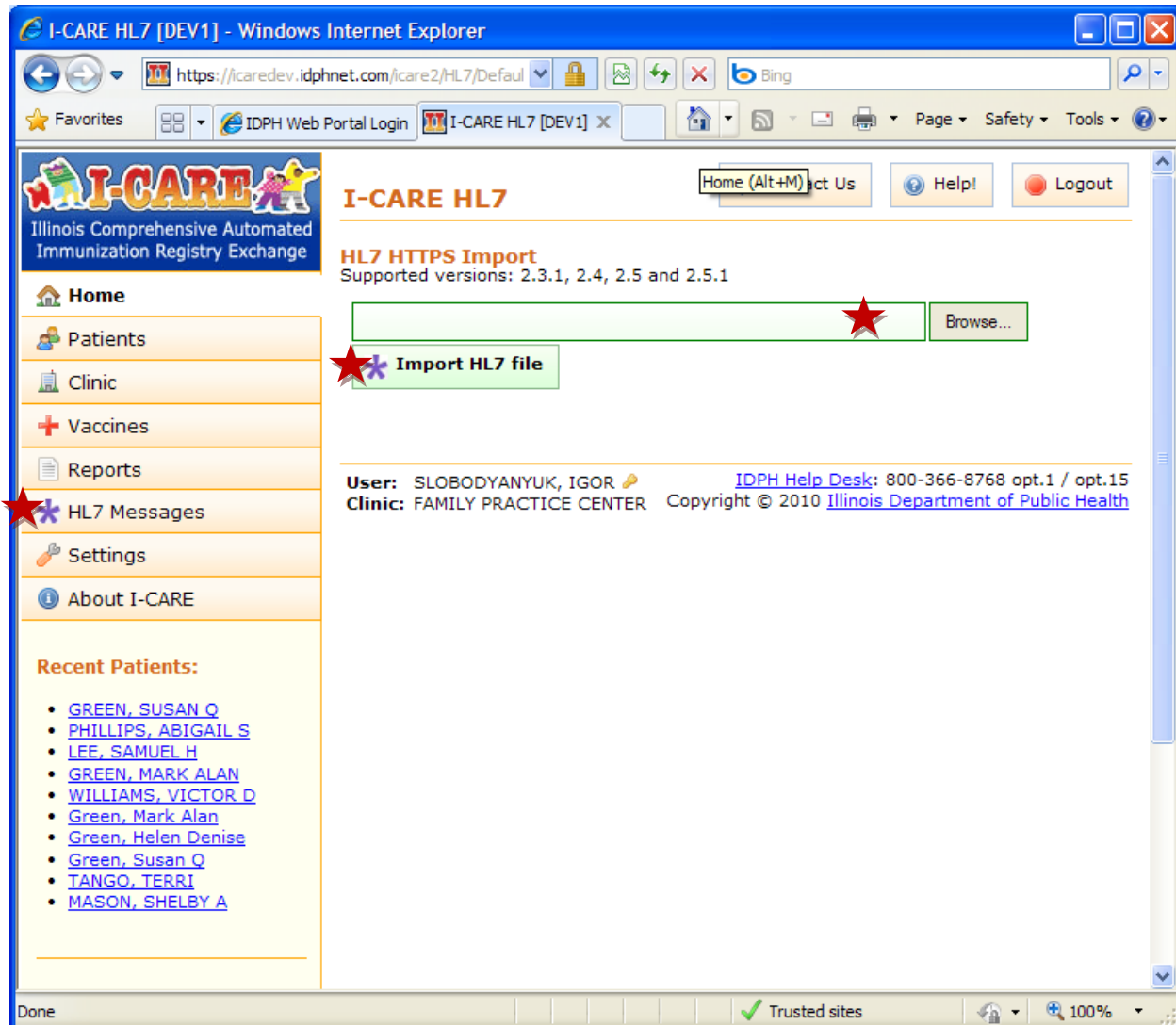
Depending upon the size, your uploaded data should be available in I-CARE within 10 minutes.

2. Use the I-CARE Application to upload HL7 files directly into I-CARE.

Go to IDPH portal to login to I-CARE <https://dph.partner.illinois.gov/>
Click on Applications / Production Apps and click on I-CARE.



Click on the “HL7 Messages” Menu. Click on “Browse”.
Select the file to import and click on “Import HL7 File”.



After importing the HL7 file, your data will be available in I-CARE within 10 minutes.

Uploading Using Web Services

Bi-directional interface with ICARE:

Implement bi-directional HL7 interface with I-CARE to upload HL7 files (messages VXU) or query the I-CARE database (messages QBP and VXQ). Illinois Department of Public Health is using SOAP protocol (Web Services) over HTTPS (WCF standards from Microsoft) to communicate with clients. Base Address - <https://icarehl7.dph.illinois.gov/>.

Please read about the Microsoft WCF standards at <http://msdn.microsoft.com/en-us/netframework/dd939784>

1. Develop the client and insert the username (prefixed with 888) and password.
2. For client code examples contact Igor.Slobodyanyuk@illinois.gov.